

Your Name and Family name _____

Group _____

TEST ONE

VOCABULARY

A: Complete the sentences with a preposition.

1. We need to talk _____ our partners today.
2. Mark recently applied _____ a position in the city planning department.
3. After graduating _____ public administration, Emily got a job _____ a government think tank.
4. Alex is _____ charge of communication team who are working on a project.
5. Amanda is responsible _____ implementing new policies within the local government.
6. David, who is currently _____ of work, is actively seeking a new job.
7. They always arrive _____ the office at about 9 a.m.
8. Michael has received extensive training _____ public procurement (публічні закупівлі) processes.
9. Our agency usually deals _____ cases of financial fraud.
10. We are meeting the delegation _____ Sunday morning.

B: Use the words below to complete the sentences. (Drag each verb and drop it).

<i>liaise</i>	<i>strike up</i>	<i>rapport</i>	<i>stand out</i>
<i>like-minded</i>	<i>put effort</i>	<i>gain</i>	

1. She tried to _____ a conversation at the conference.
2. She always seems to _____ into her presentations and the results are excellent.
3. During the conference, we tried to _____ with local officials.
4. It's easy to work with _____ colleagues who share your values.
5. He wants to _____ more expertise in administrative law.
6. The speaker managed to build a strong _____ with the audience.
7. Her personal branding helps her _____ in her field.

GRAMMAR

C. Complete the sentences with the correct personal pronoun or possessive adjective.

1. I forgot _____ ID card at home.
2. Anna said _____ couldn't go with us.
3. My colleagues are very supportive. _____ always help me.
4. The report is on the desk. Please read _____.
5. She works with Maria. _____ office is next door.
6. The new policy is confusing. _____ needs rewriting.
7. We presented _____ project at the conference.
8. The manager asked the employees to finish _____ work asap.

D: Complete with the verb in the present simple or present continuous.

- 1) We _____ the budget for the next fiscal year right now. (**discuss**)
- 2) I _____ why the report is late. (**not understand**)
- 3) She usually _____ at the office at 9 a.m. (**arrive**)
- 4) The construction workers _____ a new skyscraper downtown. (**build**)
- 5) Sometimes, he _____ the bus to work. (**take**)

- 6) My colleagues often _____ late. (**stay**)
- 7) As a rule, they _____ emails quickly. (**not answer**)
- 8) Please, be quiet! I _____ to write a report. (**try**)
- 9) They _____ the presentation right now. (**prepare**)
- 10) Listen! Someone _____ in the corridor. (**talk**)

E: Complete with the correct form of the verb in the Past Simple.

be	buy	catch	cost	donate	fall	sell	spend
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1. Bill Gates _____ \$ 5 billion to charities in 2022.
2. They _____ their old car and bought a new electric one.
3. The antique vase _____ a fortune at the auction.
3. He _____ a rare Pokemon during his trip to the mountains.
4. Apple _____ not the first company to bring tablets to the market.
5. We _____ the entire day exploring the historical landmarks in the city.
6. She _____ a new dress for the party last weekend.
7. The leaves _____ from the trees as autumn arrived.

F: Use the verbs either in the past simple or in the past continuous.

1. I _____ (meet) a mutual acquaintance while I _____ (attend) a workshop.
2. The department _____ (prepare) the document when the system suddenly stopped working.
3. While we _____ (talk) shop, the director _____ (arrive).
4. They _____ (carry out) a survey last month. You can find the result on this website.
5. He _____ (work) on this project last year.
6. We _____ (have) a meeting when the alarm went off.
7. The bank _____ (open) at 9.05 yesterday.
8. I _____ (meet) a stakeholder while I _____ (walk) to the canteen.

LISTENING

G: You will hear nine greetings. Tick (✓) the most natural response (a or b) for each greeting you hear.

1	a) I work in a bank. ☐ b) How do you do? ☐	6	a) Hi, Jim. I'm Leila. ☐ b) Yes, we are. ☐
2	a) Pleased to meet you, too. ☐ b) Not bad. ☐	7	a) Yes, that's right. ☐ b) Pleased to meet you, John. ☐
3	a) Good, thanks. ☐ b) This is Tony. ☐	8	a) How do you do? ☐ b) Yeah, not bad, thanks. ☐
4	a) Yes, and you? ☐ b) Very well, thanks. And you? ☐	9	a) You, too. ☐ b) I'm Jim. ☐
5	a) Good to meet you, too. ☐ b) Good to meet you, Delia. I'm Wolfgang. ☐		

Audio file <https://cutt.ly/ywUYDCsO>